



**UNITED STATES
BANKRUPTCY COURT
SOUTHERN DISTRICT OF
FLORIDA**

Joseph Falzone
Clerk of Court
Jose Rodriguez
Chief Deputy

**Contracts Administrator
Miami, FL**

Vacancy Number: 2015-04

Posted: August 24, 2015

Open Until Filled

Classification Level: CL 28

Salary Range: \$59,397 - \$96,576
(Salary commensurate with
experience and qualifications.)

EMPLOYMENT OPPORTUNITY

POSITION OVERVIEW:

The Contracts Administrator is located in a shared administrative services department and supports the district/bankruptcy court clerk's office, chambers, and probation. The incumbent is a member of the procurement section staff and reports to the Chief Deputy of the Bankruptcy Court with joint oversight from the court unit executives for the three court units.

The Contracts Administrator oversees and administers the professional, technical and organizational work related to various procurement activities which include preparing complex specifications, negotiating service contracts, and preparing significant, complicated, and high value purchase orders. The Contracts Administrator leads the work of procurement support staff but does not have formal supervisory responsibilities.

Duties include, but are not limited to: Maintaining Contracting Officer certification by completing biennial continuing education requirements as certified by the Procurement Liaison Officer; processing and signing purchase orders and contracts for the purchase of products and services; ensuring purchase is authorized, funding is available, the appropriate delegations of authority exist, and adequate competition took place in accordance with the estimated dollar value of the procurement; providing contract administration and oversight; tracking expenditures; overseeing staff executing the purchase of supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts; responding to request for information and clarification from procurement staff regarding procurement rules, regulations and policies; conducting product and project research and preparing and presenting findings and recommendations to senior management of applicable units; preparing specifications, solicitations, and Requests for Quotes; researching products and equipment and preparing specifications; negotiating with vendors for the best price over contracted services and purchases; evaluating and monitoring contract performance to ensure compliance with contracted obligations; assisting with clarifying contract requirements and resolving any conflicts; establishing and maintaining sound professional relationships with suppliers; and resolving issues associated with terms and conditions of service agreements.

QUALIFICATIONS:

Applicants must have a minimum of two years of specialized experience:

- Applying procurement theories, concepts, principles, policies, and procedures to a variety of standard and complex issues.
- Determining and developing statements of work, requests for proposals, sole source justification, contractor and financial requirements, and other documentation for various contracts and purchases.
- Reviewing proposals/bids, conducting price negotiations, awarding and administering contracts, and ensuring that procurements are compliant with rules and regulations.
- Providing guidance and assistance on a wide variety of procurement policies, procedures, practices, and matters to management and staff.

Preferred Qualifications:

- Bachelor's degree in business, public or judicial administration.
- Prior federal court contracting experience with a level COCP3 certification.

Required characteristics:

Very detail oriented; self-directed, highly motivated and dependable; able to demonstrate sound ethics and good judgment; able to work harmoniously in a team environment; and able to maintain a professional appearance and demeanor at all times.

INFORMATION FOR APPLICANTS:

Employees of the United States Bankruptcy Court are “Excepted” appointments. Employees are considered “At-Will” judicial employees.

The Federal Judiciary offers a comprehensive benefits package (includes paid vacation, sick leave and holidays; participation in federal health benefits, life insurance and retirement programs; supplemental dental and vision insurance, long term care plan options, and flexible spending accounts and commuter benefit programs). Direct Deposit of Federal wages is required.

To access General Applicant Information, Employee Benefits Fact Sheet, Federal Judicial Branch Application for Employment (AO78), and Citizenship Requirements, please visit the court website at www.flsb.uscourts.gov, Court Information/Employment.

Background Check: This is a High Sensitive position within the judiciary. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation with periodic updates every five years. The Court will check references and contact former employers.

How to Apply:

Qualified applicants must submit the following documents (incomplete application package will not be considered):

- A cover letter addressing how your qualifications and work experience are applicable to the Contract Administrator and procurement duties.
- A completed Federal Judicial Branch Application for Employment (Form AO78) and resume. An incomplete AO78 application may not be accepted.

Position is open until filled. Please submit all documents only in Word or PDF, via email to: USBCHR@flsb.uscourts.gov. The subject should read “Contracts Administrator Vacancy”. Only the best qualified candidates will be invited for an interview. Selected interviews will be scheduled as applications are reviewed. Applicants selected for interview must travel at their own expense. Due to the number of applications expected, receipt of an application will not be acknowledged.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER